

MATRIX OPTIONS

First Option

If you have one of the following legal packages you will be able to transfer your creditor information onto a diskette by the following methods:

Bankruptcy Master Software

- view debtor file
- at main menu select utilities; select import/export
- creditor diskette setup should be set to:
 - 30 characters
 - 1 blank line=dbl space between creditors
 - * fixed lines
- exit creditor diskette setup; select export creditors to diskette;
- press enter; F4 to export the matrix to diskette

Best Case Solutions; 847-492-8037

- choose debtor with list of all forms
- go to the bottom of screen; click on credit address matrix
- choose diskette (with formatted floppy in drive)

Blankrupter; Bloomberg Excelsior 800-529-6278

- choose mailing matrix format
- choose ASCII text file
- go out of blankrupter and type dir *.txt (with the given names you will have the filename.txt of the file you want)
- With a formatted floppy diskette placed in drive a: type the following:
copy filename.txt a:

Dlegal

- go to print menu; select another prn/file (by ctrl/home)
- type in filename

Easy Filing; 303-399-8815

- client processing = print bankruptcy forms; choose mail = label/prn disk (enter)
- choose matrix; device = a:\creditor.scn

Leading edge convert

- lewp = convert within leading edge; go to DOS prompt; copy to diskette

Matthew Bender Collier System; 800-223-5297

to download to a floppy:

set for single center column at vertical version #1

press v <enter>

at the menu choice to print a matrix (you may print to a file instead) by typing in
a:filename

New Hope Software; 206-232-9247 for MacIntosh users

select export from file menu

when the window appears click button for Southern District of Indiana

Specialty Software Corporation; 313-398-9930

set for single column by selecting the 1st field on the Matrix Selection Screen
and press the right arrow until it shows bancap and/or 1 column <enter>

at the main menu press w

to download to a floppy:

type casenumber NX <enter> (this will create an ASCII file and the name
of the file will appear on the screen. Make a note of the filename. You
should copy this file onto a floppy diskette. You do this with a formatted
floppy diskette placed in drive a: type the following:

copy filename a: <enter>

West; 1-800-848-disk West version 1.0 and above

from the 'case list' window select the client; open

from the 'case explorer' windows double click 'other documents'; double click
'matrix'

from the 'matrix list' window select the 'matrix disk' tab (at the bottom)

select 'save as' (on the right)

from 'save matrix to disk as' window enter a filename and a drive name; select

OK

The legal packages listed above are the only ones we are aware of that have the ASCII
transfer capability. If other systems have this option please let us know so we can inform
others.

Second Option

For those without access to a computer to type creditors onto a diskette you may contact
the following company who will generate a matrix on diskette with the given charges:

Lawmail; 100 Main Street, Penn Yan, New York 14527; fax: 315-536-3010

1-800-654-9739; Deb Johnson

\$25 minimum for 50 names or less; \$.50 per entry for over 50 names

The company listed above is the only one we are aware of that offers the service of

typing matrix entries. If other organizations offer this option please let us know.

Third Option

Word Perfect - DOS version

Type the creditors in the same one column format presented in option 4 below (mailing matrices in ASCII format). Once you have completed your last entry

press Ctrl F5

choose 1 (DOS)

choose 1 (save)

(with a formatted diskette in drive a:)

enter a:filename

Word Perfect - Windows version

file; save as; name the file; direct saving the file to the floppy drive and change the file type to ASCII DOS text

Other Windows word processing packages

file; save as; name the file; direct saving the file to the floppy drive and change the file type to MSDOS text, Plain text or Text only

Fourth Option

Mailing Matrices in ASCII format presented on floppy discs will be accepted provided that:

1. The file is ASCII Text (not delimited).
 2. Addresses are presented in single column.
 3. Lines per address is six.
 4. The first, second, third and fourth line of the address may contain up to 35 characters. The fifth and sixth line must be blank!
 5. If only three lines of an address are necessary the third must have the city, state, and zip with the fourth, fifth, and sixth lines being blank.
 6. Account numbers are not acceptable (as part of the address).
- | | |
|-------------|------------------------------------|
| Seymour, IN | Not Acceptable (requires zip code) |
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